

OFFICE OF SECURITY MANAGEMENT/CAO

SECURITY INCIDENT REPORT

This report should be completed by the person reporting or involved in the incident, the building manager or his/her designee not later than the end of the business day following the incident. The report shall be delivered to:

- a) The Office of Security Management, 785 Kenneth Hahn Hall of Administration, 500 W. Temple Street, Los Angeles, CA 90012, or sent via FAX to (213) 613-0744 and,
- b) Barbara Cienfuegos, DMH Safety Officer. FAX (213) 613 - 0744.

For this report, a SECURITY INCIDENT is defined as:

- An incident placing a person or property at risk that requires action by law enforcement authorities, County safety police or security guards at a County facility whether they were summoned or not. **OR**
- An incident placing a person or property at risk involving an ON-DUTY County employee (including lunch periods) while on County property. This classification includes parking facilities, or while walking to or from an off-site parking facility to start or end a work day. **OR**
- An incident of a suspicious or unusual nature on County property that places people or property at risk.

DATE OCCURRED _____ DAY OF WEEK _____ TIME _____

COUNTY DEPARTMENT REPORTING INCIDENT: **MENTAL HEALTH**

ADDRESS OF INCIDENT: _____

Is the suspect a County employee? Yes(____) No(____)

Is this incident gang related? Yes(____) No(____)

Was an arrest made? Yes(____) No(____)

Charge _____

The law enforcement agency that handled the incident: (Circle appropriate number)

- | | <u>Department</u> | <u>Report Number</u> |
|----|-----------------------------|----------------------|
| 1. | L.A. County Sheriff's Dept. | _____ |
| 2. | L.A. Police Dept. | _____ |
| 3. | Local Police Dept. | _____ |
| 4. | L.A. County Safety Police | _____ |
| 5. | Contract Security Co. | _____ |
| 6. | None | _____ |

CODE FOR TYPE OF INCIDENT REPORTED: _____

(i.e., A-1 = Burglary of a County building, see reverse side of this form)

REPORTED BY: _____ day phone _____

APPROVED BY: _____ day phone _____

DO NOT ATTACH REPORTS TO THIS FORM

CODE REFERENCE SHEET FOR SECURITY INCIDENT REPORTS

A. Burglary: Entering a closed building or a locked vehicle with the intent to commit a theft.

1. Burglary of a County building (459 P.C.)
2. Burglary of a County vehicle (459 P.C.)
3. Burglary of a private vehicle (459 P.C.)
4. Burglary alarm no evidence of crime

B. Robbery: The taking of property from a person by force or fear.

1. Robbery of a County facility or employees performing their job (211 P.C.)
2. Robbery of a person, including employees, not performing their job (211 P.C.)

C. Arson: The intentional setting fire to any object. It is not necessary to destroy the object the mere charring is sufficient for arson.

1. Arson of a County building (447 P.C.)
2. Arson of a County vehicle (447 P.C.)
3. Arson of private property (including vehicles (447 P.C.)

D. Rape: Forced sexual intercourse with the opposite sex.

1. Rape of a County employee (261 P.C.)
2. Rape of other than a County employee (261 P.C.)
3. Other sex related incident

E. Assault: The physical battering of another person.

1. Assault with a weapon (245 P.C.)
2. Assault no weapon, but requiring hospitalization of the victim (245 P.C.)
3. Assault with only minor injuries and no weapon was used (242 P.C.)

F. Theft of or from vehicle:

1. Theft of a County vehicle (487.3 P.C.)
2. Theft of a private vehicle (487.3 P.C.)
3. Theft from a County vehicle - no forced entry (488/487 P.C.)
4. Theft from a private vehicle - no forced entry (488/487 P.C.)

G. Theft not involving a vehicle:

1. Theft of County property valued under \$400 (488 P.C.)
2. Theft of County property valued over \$400 (487 P.C.)
3. Theft of private property (excluding vehicles) (488/487 P.C.)

H. Disturbances: No actual crime need to be committed. The disruption of routine business constitutes a disturbance.

1. Disturbance of a County employee or facility (415 P.C.)
2. Disturbance created by a County employee and/or their spouse involving a "domestic issue".
3. Disturbance not involving County employees
4. Threats (verbal or written) to a County employee
5. Refusal to be searched

I. Vandalism: This classification includes all forms of intentional damage to property of vehicles except arson (refer to "C").

1. Vandalism to County property (594 P.C.)
2. Vandalism to private property (594 P.C.)
3. County vehicle
4. Private vehicle

J. Miscellaneous: Crimes/activities not covered in any of the above classifications.

1. Suspicious activity by a non-employee
2. Suspicious activity by a County employee (explain)
3. Hostage situation
4. Bomb threat
5. Suspicious package
6. Bomb or explosive device actually found
7. Power failure
8. Equipment failure
9. Other activity not covered in any other classification (explain)

K. Person sick or injured not the result of criminal activity.

1. Rescue responded
2. Sent to hospital
3. First aid given by other than rescue
4. Handled by security
5. Refused treatment
6. Other

L. Confiscation of contraband:

1. Weapon (gun, knife, club, etc.)
2. Narcotics (any non-prescription drug)
3. Other

X. FOR USE BY COURTS ONLY:

1. Restraints used
2. Escape
3. Attempted escape
4. Physical altercation within a Court facility
5. High risk trial
6. Threats (verbal or written) to a judge
7. Threats (verbal or written) to a juror
8. Attempted unlawful entry